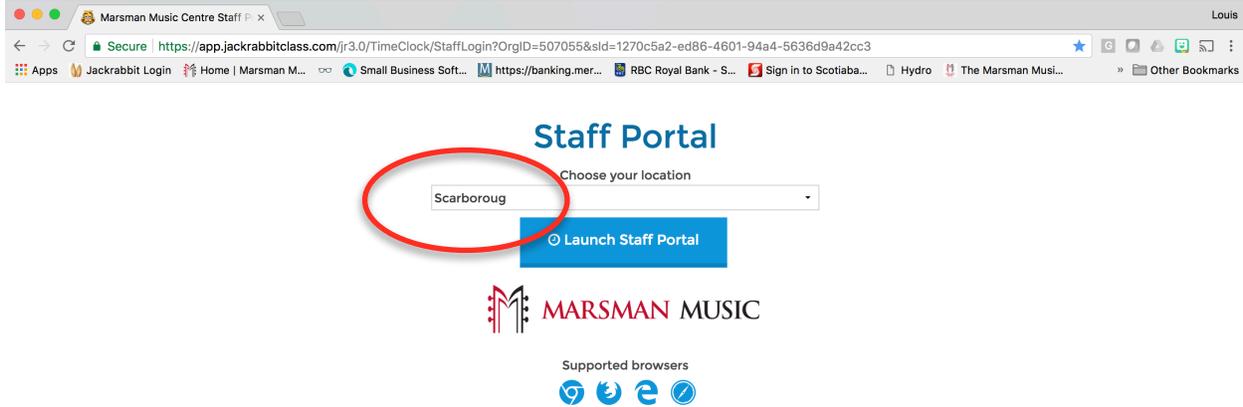
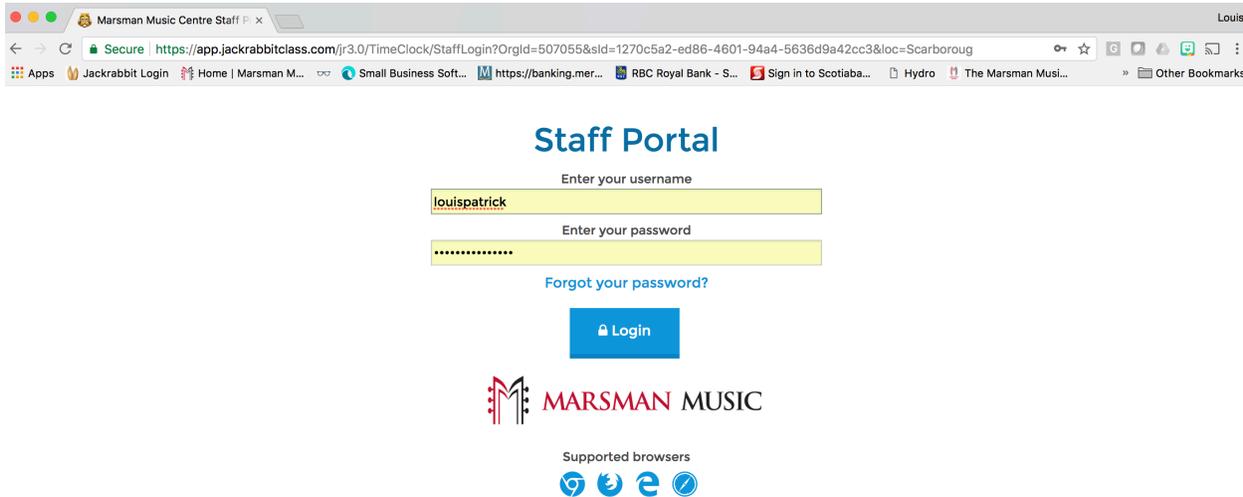


ATTENDANCE - TEACHER STAFF PORTAL INSTRUCTIONS

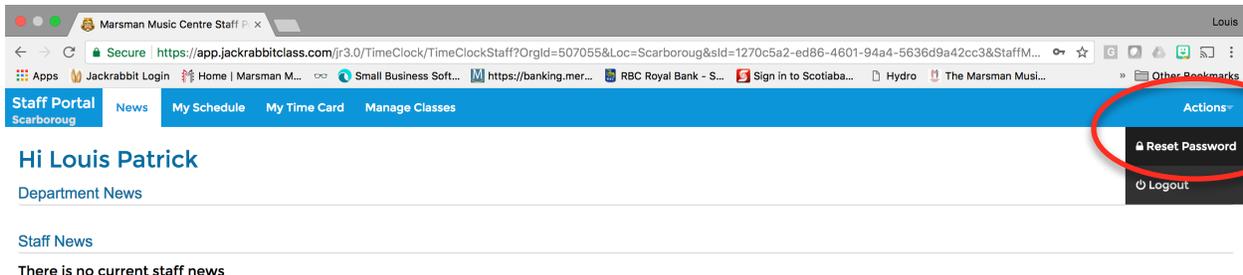
1. Go to the Jackrabbit Technologies Marsman Staff Portal - <https://goo.gl/848HyF>, and select **Scarborough** from the drop down menu under “Choose your location”.



2. Click the “Launch Staff Portal” button. Your User ID is your first and last name, all in one word. Eg. “louispatrick”
 - a. Your default password is “Abcd12345”



- b. Once you're in, hover over the “Actions” tab to **reset your password for your first login.**



- Once your password has been reset and you're on the portal you will see that The Dashboard has 4 tabs; "News"(default tab), "My Schedule," "My Time Card", and "Manage Classes". For entering your **attendance** for the day, go to the "**Manage Classes**" tab.

Class Filters

Mon, Apr 23 2018 14 Classes

Times	Class	Room	Enroll	Makeups	Actions
2:00pm 2:30pm	Mon-Louis-2:00 Louis P.	Room 1	0	0	
2:30pm 3:00pm	Mon-Louis-2:30 Louis P.	Room 1	0	0	
3:00pm 3:30pm	Mon-Louis-3:00 Louis P.	Room 1	1	0	Attendance → Email →
3:30pm 4:00pm	Mon-Louis-3:30 Louis P.	Room 1	1	0	Attendance → Email →
4:00pm 4:30pm	Mon-Louis-4:00 Louis P.	Room 1	0	0	
4:30pm 5:00pm	Mon-Louis-4:30 Louis P.	Room 1	1	0	Attendance → Email →
5:00pm 5:30pm	Mon-Louis-5:00 Louis P.	Room 1	1	0	Attendance → Email →

- You will notice that only the classes with a student enrolled will have the "Attendance" and "Email" buttons beside them.
- Click on the "Attendance" button to enter the attendance for *each class*

- For present students, simply click on the "Present" by clicking the button, and click Save

Attendance News My Schedule My Time Card Manage Classes Actions

← Return ✓ Save All Present All Absent Undo

Monday, Apr 16 2018 ✓

Class Mon-Louis-3:00 Email →

Students (1 enrolled, 0 makeups)

Rob Burridge More

Rob Burridge 416-269-6673 Present Absent

5. For absent students, click on the “Absent”.

The screenshot shows the top navigation bar with 'Attendance' selected. Below it are buttons for 'Return', 'Save' (circled in red), 'All Present', 'All Absent', and 'Undo'. The date 'Monday, Apr 16 2018' is displayed with a checkmark. Below that is a 'Class' dropdown set to 'Mon-Louis-3:00' and an 'Email' button. The 'Students' section shows '1 enrolled, 0 makeups' for 'Rob Burrige'. The 'Present' button is disabled, while the 'Absent' button and the 'Can Makeup?' checkbox are both circled in red. A 'Note' field contains the text 'Beginner Guitar Group Make up'.

- a. When you click “Absent”, the a “Can Makeup?” check box will appear
 - i. Click in that box and ensure it is checked.
- b. In the note section, please make a note according to the following criteria; “**Level/Instrument** Group Make up”
 - i. For example: “**Beginner Guitar** Group make up”, or “**Advanced Piano** Group Make up”

This is **absolutely necessary** for the admin team in allocating students to the proper group make up classes.

- c. Once you’re done click “Save” and then “Return” to continue entering attendance for the rest of the shift. A check mark will appear beside all successfully saved attendance entries whether they are present or absent.

Mon, Apr 16 2018 14 Classes

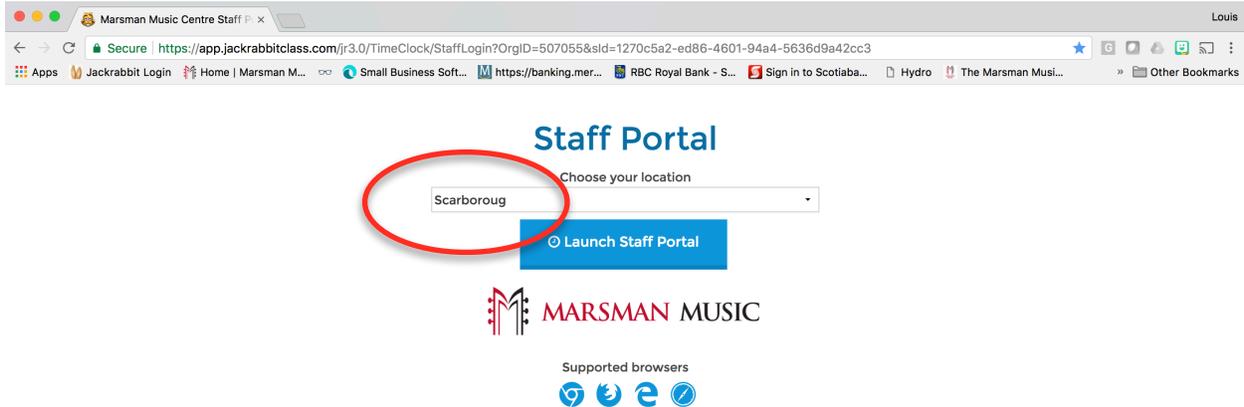
Partial Attendance Complete Attendance

Times	Class	Room	Enroll	Makeups	Actions
2:00pm 2:30pm	Mon-Louis-2:00 Louis P.	Room 1	0	0	
2:30pm 3:00pm	Mon-Louis-2:30 Louis P.	Room 1	0	0	
3:00pm <input checked="" type="checkbox"/> 3:30pm	Mon-Louis-3:00 Louis P.	Room 1	1	0	Attendance → Email →
3:30pm <input checked="" type="checkbox"/> 4:00pm	Mon-Louis-3:30 Louis P.	Room 1	1	0	Attendance → Email →
4:00pm 4:30pm	Mon-Louis-4:00 Louis P.	Room 1	0	0	
4:30pm <input checked="" type="checkbox"/> 5:00pm	Mon-Louis-4:30 Louis P.	Room 1	1	0	Attendance → Email →
5:00pm <input checked="" type="checkbox"/> 5:30pm	Mon-Louis-5:00 Louis P.	Room 1	1	0	Attendance → Email →

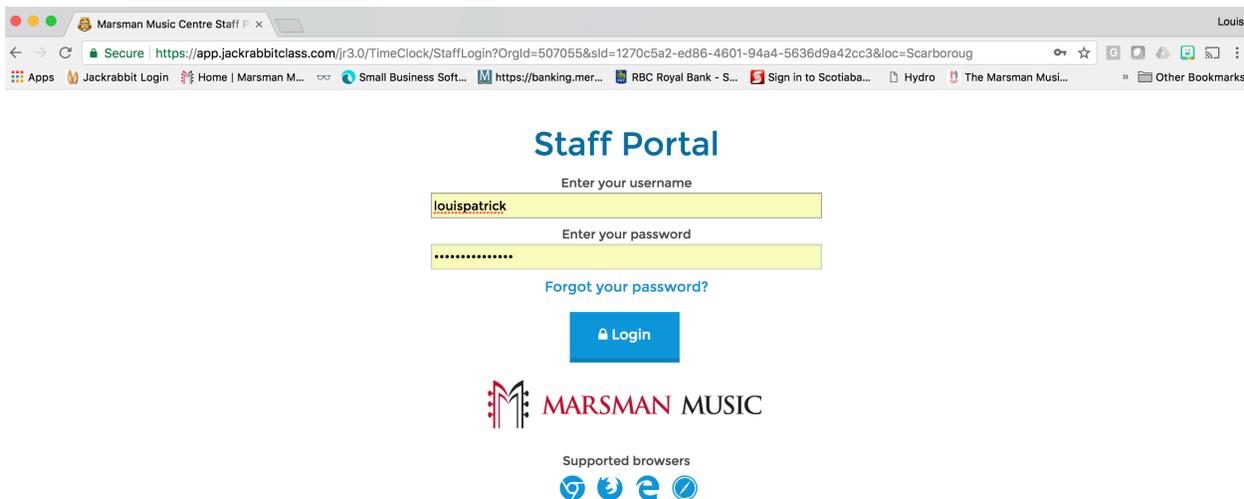
6. You may then Logout under the actions tab (top right of the screen).

LESSON HOURS - TEACHER STAFF PORTAL LOGIN INSTRUCTIONS

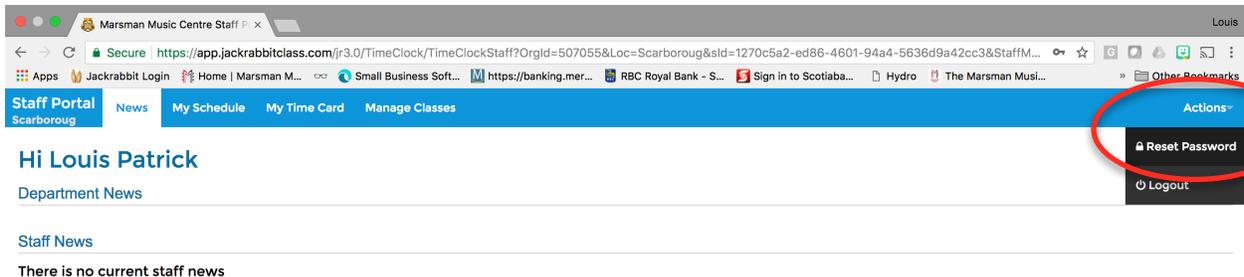
1. Go to the Jackrabbit Technologies Marsman Staff Portal - <https://goo.gl/848HyF>, and select **Scarborough** from the drop down menu under “Choose your location”.



2. Click the “Launch Staff Portal” button. Your User ID is your first and last name, all in one word. Eg. “louispatrick”
 - a. Your default password is “Abcd12345”



- b. Once you're in, hover over the “Actions” tab to **reset your password**.



3. Once your password has been reset and you're on the portal you will see that The Dashboard has 4 tabs; "News"(default tab), "My Schedule," "My Time Card", and "Manage Classes". For entering your **total lesson hours** for the day, go to the **"My Time Card Tab"**

The screenshot shows the 'My Time Card' interface for a staff member. The top navigation bar includes 'My Time Card', 'News', 'My Schedule', and 'Manage Classes'. Below this is a 'Time Filters' section with 'Save' and 'Expand All' buttons. The main area displays a weekly schedule from Monday (04/16/2018) to Saturday (04/21/2018). The Thursday entry (04/19/2018) is expanded, revealing a form with the following fields: Location (Scarborough), Hours (empty), Department (Reg), and Hour Type (Regular). A red circle highlights the 'Hours' field.

- a. The software will default to the current day of the week and automatically expand that day (this screenshot was taken on a Thursday).

4. Enter Lessons Scheduled

- a. Please enter number of students scheduled (lesson hours), including absences, in the form of HOURS: one 30 min. lesson = .5 hours. For example **8 students scheduled = 4 hours**. Please enter lesson hours for both students who are **present AND absent**. This is very important.

This is a close-up of the Thursday entry form. The 'Hours' field now contains the number '4', which is circled in red. The other fields remain the same: Location (Scarborough), Department (Reg), and Hour Type (Regular).

- b. **If** you'd subbed EXTRA LESSONS that day, please enter those as well on a new line by clicking the "+" button.

▼ Thu 04/19/2018
9.00 total hours

Location	Hours	Department	Hour Type	Note	Delete
Scarboroug	4	Reg	Regular		

+

- c. Next, enter the SUB lesson hours taught for that day. **Please be sure select "Sub" form the dropdown menu under the "Department" tab.**
- Please be sure to indicate who you subbed for in the note section**
 - N.B. If you sub for a teacher on your day off, please enter those lessons under the "Sub" category as well (not regular). Enter the appropriate information (eg. "Subbed 4 lessons for Louis") in the "Notes" section of the line.

Save Expand All Approved

> Wed 04/18/2018
0.00 total hours

▼ Thu 04/19/2018
9.00 total hours

Location	Hours	Department	Hour Type	Note	Delete
Scarboroug	4	Reg	Regular		
Scarboroug	2	Sub	Regular		

+

5. Click "Save" on the top left, and Logout under the "Actions" tab. Notice that both the regular lesson hours and sub lesson hours have been totalled.

My Time Card News My Schedule My Time Card Manage Classes Actions

Time Filters Save Expand All Reset Password Logout

> Mon 04/16/2018
0.00 total hours

> Tue 04/17/2018
0.00 total hours

> Wed 04/18/2018
0.00 total hours

▼ Thu 04/19/2018
6.00 total hours

Location	Hours	Department	Hour Type	Note	Delete
Scarboroug	4.00	Reg	Regular		
Scarboroug	2.00	Sub	Regular		

Save Successful! 04/20/2018